

EDITED TASK LISTING

CLASS: Building Maintenance Worker, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Repair building fixtures and equipment, (e.g., locks, windows, doors, screens, gutters, drains, shelving, etc.) for the licensed facility to ensure proper working order of fixtures and equipment utilizing various tools (e.g., wrenches, screwdrivers, hammer, etc.) on a daily basis.
2.	Clean rooms, fixtures, grounds, and equipment, (e.g., locks, windows, doors, screens, gutters, drains, shelving, etc.) for the licensed facility to ensure compliance under California Code of Regulation, Title 22 (e.g., proper cleaning and sanitation, etc.) utilizing various tools (e.g., wrenches, screwdrivers, hammer, putty knife, etc.) and cleaning supplies on a daily basis.
3.	Perform simple furniture, cabinet, and linoleum repairs to ensure building standards comply with regulatory agencies (e.g., California Occupational Safety and Health Administration (CALOSHA), Department of Health Services, Office of Environmental Health and Safety (OEHS), etc.), throughout the entire licensed facility utilizing various tools (e.g., screwdriver, hammer, saw, etc.) on an as needed basis.
4.	Assist electricians in maintaining and repairing electrical lines and fixtures to ensure continual power source for the daily operation of the facility (i.e., equipment, fuses, lighting, call systems, outlets, etc.) utilizing various tools (e.g., line tester, screw driver, ratchet set, ladder, etc.) as needed.
5.	Assist maintenance workers (e.g., plumbers, stationary engineers, maintenance mechanics, etc.) in lubricating, regulating and repairing sewage, water, cooling, and heating system lines and equipment to ensure acceptable environmental conditions utilizing various tools (e.g., wrenches, meters, ladders, etc.) by adhering to preventative maintenance standards as required.
6.	Perform minor roofing repairs to the licensed facility to prevent roof leaks and maintain acceptable condition of roof utilizing various tools (e.g., glue, utility knife, roof patch, etc.) as needed.
7.	Assist maintenance workers (e.g., painters, carpenters, etc.) in repairing plaster walls, ceiling, and concrete walls or flooring to maintain acceptable facility condition utilizing various tools (e.g., putty knife, trowel, etc.) as needed.
8.	Perform minor painting projects (e.g., cabinets, doors, walls, etc.) to the facility and equipment to maintain a cleanable surface using various tools (e.g., brushes, sanders, putty knife, etc.) as needed.
9.	Operate automotive equipment to transport material to and from storage sites to keep facility supplied with appropriate furniture and cleaning supplies utilizing tools (e.g., dolly, utility cart, etc.) as required.
10.	Track inventories to complete weekly supply requisition forms and/or purchase request documents to ensure adequate levels of cleaning supplies are available for routine cleaning.
11.	Inspect facility cleanliness and document housekeeping work performed to ensure compliance with CCR, Title 22 utilizing various forms on a daily basis.

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12.	Supervise the conduct of persons committed to the Department of Corrections to maintain order by adhering to the CCR, Title 15 on an on going basis.
13.	Prevent escapes and injury by these persons to themselves, others, and property for public safety and institutional security in accordance with CCR, Title 15 on an on going basis.
14.	Secure assigned work areas through inspections and searches for contraband (i.e., weapons or illegal drugs, etc.) and inventory of materials, tools, and keys in accordance with CCR, Title 15 on an on going basis.
15.	Supervise inmate porters in housekeeping duties (e.g., cleaning and sanitizing rooms, trash removal, linen storage, etc.) utilizing a housekeeping schedule in accordance with CCR, Title 22 on a daily basis.
16.	Establish a housekeeping schedule to document cleaning performed daily, weekly, monthly, and quarterly for the inmate porters assigned to the licensed facility to ensure compliance with CCR, Title 22 as required.
17.	Update the Material Safety Data Sheets (MSDS) right to know material in a binder for reference by all personnel to ensure workplace safety in compliance with regulatory agencies (e.g., CCR, Title 22, State Fire Marshal, OEHS, etc.) on an ongoing basis.
18.	Supervise inmate porters on the proper storage and handling of biohazard waste, infectious linen, and cleaning chemicals to maintain a safe and sanitary environment in compliance with CCR, Title 22 on an on going basis.
19.	Complete Inmate Work Incentive records and reports (e.g., attendance and pay sheet, performance evaluations, disciplinary reports, etc.) for assigned inmate porters to document compliance with CCR, Title 15 as required.
20.	Prepare work order request documents to report deficiencies identified through routine inspection of the licensed facility to ensure compliance with CCR, Title 22 on an on going basis.
21.	On an on going daily basis document the maintenance work performed utilizing the work order request document to ensure compliance with regulatory agencies (e.g., California Occupational Safety and Health Administration (CALOSHA), Department of Health Services, Office of Environmental Health and Safety (OEHS), etc.).